



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

12 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #1 – Open Door Policy

1. Reference. AR 600-20 (Army Command Policy) 6 November 2014.
2. Purpose. To provide guidance on my Open Door Policy.
3. Summary. All personnel assigned or attached for duty at the 501st Military Intelligence Brigade, and their Family members, are afforded the right and the opportunity to bring grievances and other issues of concern to my direct attention.
4. Specifics. I encourage the use of the chain of command and support channels in order to attempt resolution at the lowest levels. However, if you are unable to resolve the issue at that level, then every Soldier, Civilian, and their Family members are encouraged to schedule an appointment with me by contacting the Brigade Executive Officer. Soldiers and Civilians should inform their chain of command and office before using my open door policy, although there is no requirement to inform them about the nature of the meeting.
5. The point of contact for this policy letter is the Brigade Executive Officer at DSN 315-722-0858.


DERRICK S. LEE
COL, MI
Commanding